

# MANAGEMENT NEWSLETTER

TREASURY DEPARTMENT

*circulate*

Special Issue

November 1965

TO NEWSLETTER READERS:

The "Newsletter" staff is always unashamedly on the prowl for ideas we can pirate to help Treasury managers. Often such ideas can be captured in a sentence or paragraph and passed on to readers for their use.

Occasionally we find a nugget so brightly written or so full of good sense it resists condensation. A recent "Monthly Letter" of the Royal Bank of Canada is such. So with the generous consent of the Royal Bank, we are pleased to commend to you -- and to those of your staff who must write memos and letters in the course of their duties -- this thoughtful essay on "Courtesy in Correspondence."